

PETROLEUM TECHNICIAN-TRAINEE

DEFINITION: Under general supervision, obtains on-the-job training to acquaint the incumbent with the Navajo Nation's ongoing inspection of oil and gas drilling operation, production and enforcement of applicable laws and regulations; upon successful completion receives Bureau of Land Management (BLM) certification as Oil and Gas Inspector; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Learns to properly access and maintain data in the BLM system; becomes familiar with requirements for issuing Incidents of Noncompliance and other procedures followed by BLM and the Navajo Nation; learns procedures of conducting oil and gas lease inspections; learns identification numbers of wells located within the Nation's leases and drilling blocks; gains knowledge of names and addresses of lessees and operators; attends formal training classed conducted by the BLM.

Attends Fluid Minerals Inspection and Enforcement Production Courses; receives on the job training from certified BLM and Nation Inspectors; attains proficiency in calibration of gas meters and proving of Liquid Automated Custody Transfer (LACT) meters; learns application for permit to drill (APD) approval process; learns lease site security requirements, oil field hazards, undesirable events, and the operation and maintenance of production equipment, safety equipment and associated facilities.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of mathematical operations and procedures.
Knowledge of computer software, hardware and peripherals.
Knowledge of research and analysis practices.
Knowledge of customer service practices.
Skill in utilizing verbal and written communication in the production of reports and records.
Skill in following written and verbal directions and instructions.
Skill in adapting and learning the mechanics of oil and gas inspection, operation and production.
Skill in utilizing customer service techniques when responding to inquiries and complaints.
Skill in establishing and maintaining effective working relationships.
Skill in resolving conflicts with hostile or confrontational clients.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires carrying 50 pounds of inspection, testing and protective apparatus equipment over rough terrain in all weather conditions with potential exposure to toxic fumes, chemicals, gases, high frequency noises, moving machinery, and various types of high-pressure equipment; exposure to major injury may occur.

MINIMUM QUALIFICATIONS: An Associate of Science degree with advanced mathematics coursework; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. Must possess a valid state driver's license.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.